

**DEPARTMENT OF ENERGY**

**QUINTUPLICATE**

Energy Center, Rizal Drive cor. 34th St.,  
Bonifacio Global City, Taguig



PR No. 01-0101-2023-04-M0171

**PURCHASE ORDER**

Supplier : <u>GH OFFICE DEPOT</u>	P.O. No. : <u>2023-06-147</u>
Address : <u>88A Monteverde Ave., Davao City</u>	Date : <u>06/29/2023</u>
TIN : _____	Mode of Procurement : <u>AMP-NP 53.9</u>

**MR. ARGIE R. LOTING**

Reso No. M215 s. 2023

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>DEPARTMENT OF ENERGY - Mindanao Field Office, 3rd Flr T. Delintino Bldg. Candelaria Ave., Davao City (K. B. J. Sotero)</u>	Delivery Term : <u>within 30 days upon receipt of PO</u>
Date of Delivery : _____	Payment Term : <u>Payment will be process within 30 days upon completion of delivery of all items and services, submission of all required documents &amp; issuance of certificate of acceptance from the end-user. Payment is through Check subject to government budgeting, accounting and auditing rules.</u>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	<b>PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE TABLE AND CHAIRS</b>  <b>OFFICE CHAIR, SK-UII8</b> a. Swivel Chair b. Heavy Duty c. Midback Rest Chair d. Gaslift with Armrest e. With Cushion  a. It would be agreed that there is no escalation of the quotation price b. Supplies must be delivered in good quality and in exact quantity as stated in the Purchase Order. Any defective/damaged items found within 10 calendar days shall be replaced by the Supplier at no cost within 7 calendar days upon notification. c. The quotation prices will be inclusive of any kind of taxes, fees and charges and other legal exactions	10	2,950.00	29,500.00
					29,500.00
				Less: 5% withholding tax	1,316.96
				1% EWT	263.39
				<b>TOTAL</b>	<b>27,919.65</b>

(Total Amount in Words) **Twenty Seven Thousand Nine Hundred Nineteen Pesos and Sixty Five Centavos Only**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the underdelivered item/s.  
*This PO serves as the Notice to Proceed (NTP) when signed by the Supplier.*

Conforme:  _____ Signature over Printed Name of Supplier  Date: <u>July 3, 2023</u>	Very Truly yours:  _____ Signature over Printed Name of Authorized Official Director, MFO
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Fund Cluster : _____ Funds Available : <u>₱ 29,500.00</u> Page 1 of 1 <b>HELEN C. ROLDAN</b> _____ Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No. : <u>02-1011015-2023-17-104338</u> Date of the ORS/BURS: <u>July 12, 2023</u> Amount : <u>₱ 27,919.65</u>
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